

Appendix R-2:

Project Checklist

Planning and Assessment

Planning Projects Require the Following:

- ☐ **Annual billing** to RCO at a minimum (refer to project milestones to see if more are required for your project).
- ☐ **Progress reports** to RCO twice a year. Progress reports can be entered directly into PRISM and are reviewed and accepted by the grants manager.
- ☐ **Assessment Projects** should submit the following:
 - ☐ **Draft assessment/planning report** submitted for RCO review. See project milestones for due date. Review by RCO staff is to ensure compliance with the project agreement.
 - ☐ **Completed assessment/planning report.** Electronic version of completed report should be attached in PRISM before closing the project.
- ☐ **Design Projects** (should submit one or more of the following, depending on the scope of the project. Refer to your agreement special conditions and Appendix D in *Manual 18, Salmon Recovery Grants* for a description of expected design project deliverables:
 - ☐ Conceptual design
 - ☐ Preliminary design
 - ☐ Final design
- ☐ **Other deliverables:** Your grant contract, depending on the type of project funded, may require other deliverables such as permits, landowner agreements, appraisals, etc. If you are not sure, check with your grants manager.

- ☐ **Planning final report.** Enter final report directly into PRISM. A final report must be submitted in PRISM before closing the project. This is where the sponsor will verify all project metrics.
- ☐ **Final reimbursement request.** Sponsor must submit final billing to RCO within 90 days of project complete milestone date.